

IT NOW

STATE OF NEBRASKA - OCIO



Edited by Tami Rupe

*An internal
employee newsletter
for the Office of the Chief
Information Officer.*

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Past newsletters can be found at the OCIO SharePoint site:
<https://portal.nebraska.gov/ocio/Documents/Forms/AllItems.aspx>



Every month we will highlight an employee with several years of State Service and report on his or her tenure.

Stan was born and raised in Deshler, Nebraska and graduated from Deshler High in 1969. After high school, he moved to Lincoln and worked at the Lincoln Telephone Company for two years. When his position was being transferred out of state, Stan quit to attend school at Southeast Community College for Computer Science. In 1971, he married his high school sweetheart, Pat.

With his new Associate's degree in Computer Science, Stan started work with the State at the Department of Agriculture as a Data Processing Programmer I on December 26, 1972. He moved hands-on through the ranks about every 2 years to Programmer VI based on the skills and complexity that he gained at each level. In 1988, Stan was promoted to the Data Center Division Head supervising 9-10 employees, where he managed the data-processing and word-processing areas of the Department of Agriculture.

In September of 1997, Stan moved to Central Data Processing, housed in the basement of the State Office Building, as an IT Supervisor in charge of establishing the NFOCUS Help Desk. Here his responsibilities changed into supervision and hiring rather than hands-on IT work. Then in 2000, he became the PC/LAN Manager in charge of a new team, now under IMServices. This team



This is a photo of the PC/LAN team in front of the capitol in the Fall of 2004. **Back Row:** Stan Schmidt, Steve Sherrill, David Hefley, and Michael Cline. **Front Row:** Tammy Sherrill and Dale Arp.

was the start of the Network Services Group responsible for supporting all servers, workstations, printers, etc. for around 30 small to medium agencies. After one and a half years, this group moved from the State Office Building basement to the 501 Building.

In August of 2005, Stan took on a project with the Department of Corrections as an IT Supervisor working as a Project Manager in charge of upgrading the network wiring structure for Corrections facilities throughout the state. He hired and managed the vendors and project timelines.

In 2007, Stan worked as a State Network Supervisor on a large project for the State migrating all email addresses from 90+ agencies and 45+ different email systems into one single system @nebraska.gov called Exchange. This team consisted of about 25 members from two contracted companies, State Personnel and 8 OCIO employees taking about one and a half years to complete to the current email system we have now.

In August of 2010, Stan was assigned to the Department of Labor as their IT Manager I.

Continued on Page 2

VALENTINE'S DAY FUN FACTS

- ♥ The oldest surviving love poem is written in a clay tablet from the times of the Sumerians around 3500 BC
- ♥ In Medieval times, girls ate unusual foods on St. Valentine's Day to make them dream of their future husband
- ♥ 73% of people who buy flowers for Valentine's Day are men
- ♥ About 1 billion Valentine's Day cards are exchanged each year. That's the largest seasonal card-sending occasion of the year, next to Christmas
- ♥ In the Middle Ages, young men and women drew names from a bowl to see who their Valentines would be. They would wear these names on their sleeves for one week. To 'wear your heart on your sleeve' now means that it is easy for other people to know how you are feeling
- ♥ Hallmark has over 1330 different cards specifically designed for Valentine's Day
- ♥ In Victorian times, it was considered bad luck to sign a Valentine's Day card
- ♥ Only the countries of the United States, Canada, Mexico, France, Australia and the United Kingdom celebrate Valentine's Day
- ♥ Wearing a wedding ring on the fourth finger of the left hand dates back to ancient Egypt where it was believed that the vein of love ran from this finger directly to the heart
- ♥ In the United States, 64% of men do not make plans in advance for a romantic Valentine's Day with their sweethearts
- ♥ In Wales, wooden love spoons were carved and given as gifts on February 14th. Hearts, keys and keyholes were favorite decorations on the spoons meaning, "You unlock my heart"
- ♥ Some people used to believe that if a woman saw a robin flying overhead on Valentine's Day, it meant she would marry a sailor. If she saw a sparrow, she would marry a poor man and if she saw a gold finch, she would marry a millionaire
- ♥ Teachers receive the most Valentine's Day cards followed by children, mothers, wives and sweethearts

Taken in part from Braincandy.com and stvalentinesday.org

Continued from Page 1

SERVICE SPOTLIGHT

He continues to be an OCIO employee. In this position, Stan is responsible for about 35-40 employees on three teams performing mainframe development, JAVA development and the infrastructure team in charge of the desktop computers and printers in the agency.

On the personal side, Stan and Pat live on an acreage near Malcolm. They have two grown sons that have families in Lincoln. Together, there are three grandkids: Gabe-8 years old, Lena-4 years old and Elli-18 months old. In his spare time, Stan enjoys woodworking, construction, fishing, hunting and maintaining his acreage.

As you can see by looking at his tenure with the state, Stan has worked on multiple IT projects in various state agencies. When asked how he stays current on constantly-changing technologies, he says he was fortunate that his career led him to more of the 'people' and 'management' side of IT, so he hires and relies on his team to stay trained and up-to-date on technology. Stan plans to retire in the spring of 2014, after 41 years of service.



February 2nd

February 12th

February 13th

February 14th

February 18th

February 22nd

Groundhog Day

Lincoln's Birthday

Ash Wednesday

Valentine's Day

President's Day
(Observed State Holiday)

Washington's Birthday

? ASK Brenda ?

Q: What are your thoughts on washing your hands after using the restroom? I have noticed that some people do not wash them after using it and I'm not sure if they realize that other people touch the door handle when exiting the restroom after they use it.

A: As they say, "Everything I learned about this topic, I learned in kindergarten." Hand washing is important after using the restroom because there are a lot of germs in a restroom. If you don't wash your hands, you don't rinse those germs away and you carry them with you. From that point on, you "spread" those germs to other areas and by extension to other people. In order to maintain good hygiene and avoid transmitting disease, it is important to wash hands regularly, particularly after certain activities. These activities include using the restroom, coughing or sneezing into your hands, handling raw meat, handling animals, handling trash, changing a diaper, and touching someone who is ill or items that have come into contact with an ill person. It is also important to wash your hands before activities during which the risk of infection from hand-borne bacteria is increased, including eating or preparing food, tending to an ill or injured person and removing or inserting contact lenses. Several areas in the building also have hand sanitizer available for employees' use.



Q: If we don't get performance-based raises, why do I have to fill out a job evaluation every year?

A: Performance evaluations are done each year for several reasons. You are correct - performance-based raises are one of the things that evaluations have been used for in the past. However, performance evaluations are also meant to ensure that at least once a year the employee and supervisor have a documented discussion about the actual performance of each employee. Sometimes the employee's perception of how they are performing and the supervisor's perception are not the same and each believes the other agrees with their



perception. This annual review provides the opportunity to level set expectations and perceptions. The annual review allows the two individuals to document performance, goals, training requests/achievements and accomplishments. The annual evaluation also has the potential to assist both the employee and supervisor in recalling the progress of the employee and information that may be pertinent to promotion opportunities.

Q: I have heard that employees from all three shifts are parking in the lot behind the Executive Building and the 501 Building Garage for free, especially during bad weather days and that security is letting them in without the proper parking tag. Is this true and shouldn't Security be monitoring our paid parking lots for fairness to the employees who pay for the spots?

A: I have not heard this information, but I will check and update the newsletter when I know for sure.

Q: Since the new parking tags have been issued, are we supposed to dispose of the old tags or turn them in to someone?

A: We are not being asked to turn in old tags since they no longer have any value, so you are welcome to destroy them.

Q: I noticed that the carpet is coming up on 2nd floor. There are places it is getting dangerous because someone can get their shoe caught on the corner and fall and possibly injure themselves.

A: Thanks for noticing this and bringing it to our attention. We all need to be aware of things that could cause issues and report them. We will be working with the Building Division to find a solution to this problem for the entire building. If there are problems in other areas – please let Lori Lopez-Urdiales or Betz Krutak on the 4th floor know.

Thanks, Brenda



REMEMBERING RECENT RETIREES

All retirees from the State of Nebraska receive a retirement plaque and a Nebraska Navy Admiralship from the Governor's office. **The Great Navy of the State of Nebraska began in 1930** when Governor Charles W. Bryan went on vacation and Lieutenant Governor T. W. Metcalfe took over the affairs of state. Acting Governor Metcalfe wanted to do something to honor his friends, so he created the Great Navy of the State of Nebraska, and appointed his friends as Admirals. Since then, Nebraska Admiralships have been bestowed on many notable Nebraskans and others. An application is available on the governor's office website stating, "Admirals in the Great Navy of the State of Nebraska are individuals who have contributed in some way to the state, promote the Good Life in Nebraska, and warrant recognition as determined by the Governor."

Beverlee Keller retired on January 11th after almost 44 years of service. The reception was held in room 534 on the 5th floor of the Gold's Building on her last day. Many employees attended to wish her farewell and share some cake and memories. Brenda Decker presented Bev with a retirement plaque and a certificate for the Nebraska Navy Admiralship from the Governor's Office.



Bev started with the State on March 31, 1969 performing data entry using key punch cards at the capitol. She moved to a few other positions in Data Entry and Data Processing before she relocated to the Health, Institutions, Education and Corrections Department as a COBOL Programmer. Her work continued as her Department was transferred to the Department of Education for five years until she returned to IMServices in 1998. Here, Bev worked as a member of the Medicaid Management Information Systems group cooperating

with Health and Human Services where she continued until her retirement performing programming and analysis in her title as an IT Applications Developer.

Bev says she is grateful for all the opportunities that she was given during her time at the State. She declares, "I was able to work with many talented and interesting people. I value the friendships that I have made, and I did get a husband out of the deal!" (Bev was speaking of her husband and current long-time employee, Kevin Keller.)

When asked about her retirement plans, Bev says she would like to learn to cook, clean and do the laundry, since Kevin does these tasks currently. She reported that he left her a long spreadsheet of tasks to complete on the house remodel. In addition, she wants to take a few classes to learn some new cake decorating techniques and is super excited to be available 24/7 when their granddaughter visits from Michigan.

Bev recently started working with a trainer to prepare for the Lincoln Half Marathon in May and says it will be her first in 2½ years. The couple plans to travel more to participate in upcoming races.

In her departing words, Bev wanted to say "Thanks to everyone that was able to stop by the reception and to those sending well wishes. I truly appreciate it."

January 11th was also the retirement date for **Jeanine Yost**. She worked as an Administrative Assistant on the 4th floor Front Desk Team since March 1, 2010. An informal Soup and Salad Luncheon was held in the 501 Building's 4th floor break room on her last day. Many employees participated by bringing food and sharing some cake. Brenda Decker presented Jeanine with a retirement plaque and a certificate for the Nebraska Navy Admiralship from the Governor's Office.



Jeanine retired to begin a new job as full-time day care provider for her baby grandson, Quintin, who was born on November 15th. She lives in a retirement community and hopes to participate in some of the many activities they have available. She

also plans to do a lot of crafting, quilting and reading.

Jeanine says she really enjoyed being able to meet so many people as part of her front desk duties and will really miss all the people at OCIO. She commented,

"Everybody has been so nice to work with and fun to know. Working at the front desk, there's always something new that comes up and you never know what each day will hold in store. The calls we receive are quite interesting since people see "Chief Information Officer" in the directory and think that the person at this phone number has the answer to any question. I tried my best to get these callers directed to the correct agency. In the process of doing so, I have learned a good deal about the function of the various State Agencies."

I would like to say "Thank you" to my co-workers for being so helpful and great to work with. "I will miss you!"

Cyber Security NEWS



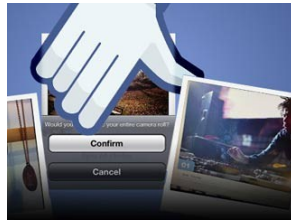
Changes to Facebook Causing Users to Take a Look At Their Security Settings

According to figures from CEO Mark Zuckerberg in October of 2012, Facebook has over 1 billion people using the site each month and about 584 million active users each day on average. That reaches 1 out of every 7 people on the planet.¹ Facebook has added some recent features that may require you to reset your security settings.

Photo Sync

In early December of 2012, Facebook rolled out Photo Sync which connects with your smartphone to enable automatic syncing of your camera photos. Once turned on from a simple banner request when you log on to Facebook, it pushes your 20 most recent smartphone photos, and every one taken after that, to Facebook for storage in a new, private 2 GB storage center. You can control whether or not it remains private.

For optimists, this process clearly streamlines the process of photo sharing to Facebook, which is the largest photo-sharing website in the world at about 300 million photos uploaded daily. On the other side, here are a few reasons not to agree to Photo Sync with your smartphone. First of all, Facebook has messed up privacy settings before and can't be trusted. Secondly, you could really annoy your friends. Once enabling Photo Sync with your smartphone, ALL your camera photos go to the storage center. Then a couple of accidental taps and they ALL get uploaded to Facebook. The third reason is inability to trust the cloud storage they are using. When you leave photos on a server that doesn't belong to you (cloud), they could become available to government investigators without your knowledge. Furthermore, Facebook could use your photographs in storage to retrieve metadata information as to location where the photo was taken or analyze your photos and tag people in them to obtain a comprehensive database of where you have been and with whom.²



New Graph Search

On January 15, 2013, Facebook announced a new way to find information about friends, colleagues and brands you follow on Facebook making information more accessible. You can search "friends who own an iPhone and like KISS" and get results. None of your information will show up for other users with this feature unless you "allowed" them to see it. If your update is set for "friends only," then only your friends will see the graph result. Posts and photos set to "public" can be found by anyone—just like before.

If you want to change your settings to limit which information about you is available to others through Graph Search, follow these steps:

1. Use the [Audience Selector](#) at the bottom of the post/photo to

choose who can see things you share. You can choose from **Public**, **Friends of Friends**, **Friends + friends of anyone tagged**, **Only Me** or **Custom**.

2. Visit your [Activity Log](#) (the button on your timeline, under your cover photo) to see and review things you've hidden from your timeline. Only you can see your activity log. However, stories in your activity log are eligible to appear other places on Facebook, like on your timeline, in search or in your friends' news feeds.
3. Go to the [About](#) section of your timeline to view and manage basic information about yourself.



Facebook users are obviously concerned about these changes because postings like these are popping up everywhere.

The next 2 weeks I will be posting this, and please once you have done it please post done! Those of you who do not keep my information from going out to the public, I will have to DELETE YOU! I want to stay PRIVATELY connected with you. I post shots of my family that I don't want strangers to have access to! However with the recent changes in Facebook, the "public" can now see activities on ANY wall. This happens when our friends click "like" or "comment" automatically and their friends would see our posts too. Unfortunately, we cannot change this setting by ourselves because Facebook has configured it that way. PLEASE place your mouse over my name above (DO NOT CLICK), a window will appear, now move the mouse on "FRIENDS" (also without clicking), then down to "Settings", click here and a list will appear. REMOVE the CHECK on "LIFE EVENTS" "STATUS UPDATES" "PHOTOS" and "COMMENTS & LIKES". By doing this, my activity among my friends and family will no longer become public. Now, copy and paste this on your wall. Once I see this posted on your page, I will do the same.

According to industry experts, these new Facebook changes make it more important now to look at your privacy settings. Sarah Downey, an attorney and privacy advocate for Abine, says the launch of Graph Search makes it "more important than ever to lock down your Facebook privacy settings, now that everything you post will be even easier to find." David Jacobs, consumer protection attorney for the Electronic Privacy Information Center, says, "people do not often react positively when it seems as though the disclosure of their personal information is out of their control."³

¹ Taken from an article on money.CNN.com written by Aaron Smith, Laurie Segall and Stacy Cowley

² Taken from an article provided by Digital Trends written by Molly McHugh. Images courtesy of Digital Trends.

³ Taken from an article provided by Digital Trends written by Andrew Coutts

View the webpage at <http://cio.ne.gov/cybersecurity/>. Check out the National Cyber Security Alliance: <http://www.staysafeonline.org/> or the Multi-State Information Sharing & Analysis Center: <http://msisac.cisecurity.org/>.

State Surplus Auctions

The next State of Nebraska Surplus Property Auction is scheduled for Saturday, February 16th. Dates for 2013 auctions are listed on the Materiel website: <http://das.nebraska.gov/materiel>. Click on **Surplus Property** and then **Auction Schedule**. All auctions are held on Saturdays at State Surplus Property located at 5001 S. 14th Street in Lincoln, just south of the State Penitentiary behind the Department of Roads. Opening and closing dates (subject to change) for when Surplus will receive property from agencies and when agencies can purchase items at Surplus are available on this website also.

There are two types of auctions held throughout the year. The Vehicle/Heavy Equipment Auctions are held twice a year, usually in May and October. No equipment will be allowed to be driven or moved before or during the auction. Vehicle Identification numbers are given in advance to check the vehicle history. The Furniture Auction includes all the other equipment used by the State, which can include anything from jewelry, computers, file cabinets, desks, lawn mowers, snow blowers, and even dining hall equipment. Public

viewing for both auction types is held from 9 am-4:30 pm on the Friday prior to the auction. An extra day for viewing is added for the Vehicle/Heavy Equipment Auction on Thursday prior to the auction at the same times.

A week before an auction, a flyer from Ficke & Ficke, the Auctioneers for the State Auction, is posted next to the auction date on the Auction Schedule webpage by Surplus Property, with a short summary of the items up for bid at the upcoming auction. A video presentation of each item is available under the auction listing by date on the Ficke & Ficke website: www.bidawad.com.

Here is the upcoming schedule for 2013. (V is for Vehicle Auctions)
Dates are subject to change.

February 16	March 23	April 20
May 11—V	June 1	July 13
August 17	September 28	October 12—V
October 26	December 7	



- ◆ The State Employee Winter **Blood** Drive was held on Thursday, January 24th, in the State Office Building, Lower Level, Conference Room C, from 8:30 a.m. to 2:30 p.m. They received 46 pints, which is higher than the last few winter **blood** drives.
- ◆ Employees were given the choice to receive their W-2 electronically OR to receive a printed copy at last year's open enrollment, or during new hire benefit enrollment. Instructions to obtain your W-2 electronically are listed below. Contact Debbie Pester at 471-7389 or Susie Voecks at 471-4602 with questions.

Retrieve W-2 electronically

1. Log into E-1
2. Click on 'State of Nebraska'
3. Click on 'Self Service'
4. Click on 'Employee Print W-2'
5. Click on the radio button (round blue dot) beside the tax year '2012'
6. Click the 'GREEN select checkmark' found towards the top of your screen. This will bring up a Printer Selection screen.
7. Select 'OK' to print at the top of your screen
8. Select the 'View Submitted Jobs' Button
9. Click on the box to the left of the 'job', which should read 'RD' in the Submit Type column. You should also

recognize your name in the User section and see the word "DONE" in the description column prior to being able to print

10. Click the 'ROW' button at the top
11. Select 'View RD Out Direct' from the drop-down list
12. Click on the link created
13. When prompted, double click on the open button
14. Click 'Print' (using the printer icon on the top of the document) to print the document to your printer
15. Hit 'close' when you are done

Retrieve W-2 in printed form (only for those that have previously chosen this method)

For those who selected the printed method of obtaining your W-2, printed versions were put in employee mailboxes at the 501 Building the week of January 28th. Lori Lopez Urdiales contacted the remaining OCIO employees in other buildings.

- ◆ The NEW Statewide Performance Evaluation System went **LIVE** on January 11th. Employees starting after March 14, 2013 will use this new system when their review comes due. State employees hired prior to this date will continue to use the current Performance Evaluation until their 2014 review becomes due. Debbie Pester in HR is the point of contact for the new system and has scheduled the first of many training sessions on the Performance Management Evaluation review process for OCIO employees on Thursday, February 7. Emails for subsequent training outlining dates, times and locations will be forthcoming soon. Contact Debbie at debbie.pesther@nebraska.gov or 471-7389 with questions.

EMPLOYEE

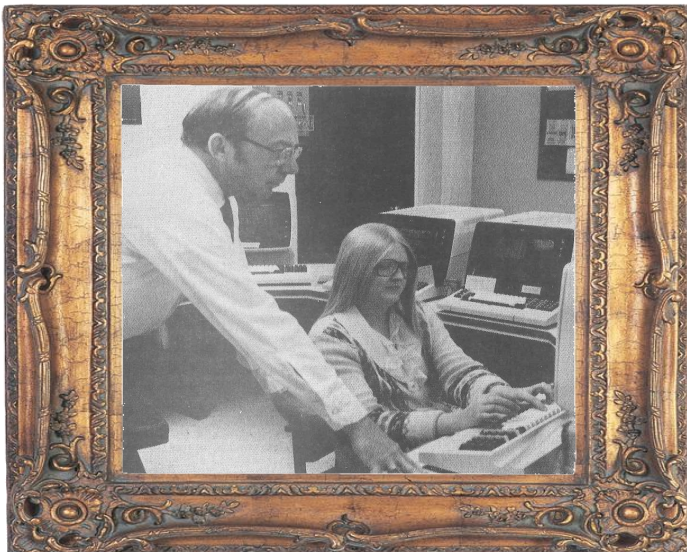
NEWS CENTER

FAMILY

Pam Kemper would like to congratulate her grandson, Kemper Petermann, age 9, for his Junior Lancers' team winning the Squirt A Midwest Hockey Championship. Kemper is the son of Pam's daughter, Kerry, and her husband Jeff from Omaha. Kemper has been playing hockey since he was five. He was injured in a hockey accident a week before Christmas requiring 9 stitches and was sidelined from hockey while his leg healed. Once it was better, Kemper jumped back in to play again. He scored the goal that tied the championship game and sent his team into overtime. *Way to go!*



BLAST from the PAST



We have dusted off an old picture from the OCIO archives. Can you guess who is the current employee? Look for the answer in the March issue. Last month's answer is on page 8.

Check Out the OCIO SharePoint Site

Are you familiar with the OCIO SharePoint site and what information is available there for your reference? All employees should be able to access the site at <https://portal.nebraska.gov/ocio/default.aspx>.

Here are a few tips to help you navigate around the site. Under the OCIO logo, you'll see a tool bar with several tabs: [Home](#), [Emergency](#), [Governor's Weekly Column](#), [Online Training](#), and the [Site Directory](#). If you click on the [Site Directory](#) tab, you'll see various URL's to other sites. The [Site Directory](#) is divided into two sections, sites belonging to OCIO Teams and sites belonging to other State Agencies, which may require additional permissions to access them.

In addition, there is also a collection of links to the left of the [Home](#) page, known as the "Quick Launch". There you'll see links such as [Emergency](#) (where the evacuation information is stored for all the offices), [Archive Libraries](#) (which contain old issues of the Governors Weekly Column, IT Now Newsletters, the OCIO Annual Reports and Change Management Meetings), [Guides and Checklists](#) (Clarity Timesheet Training Guide) and [White Papers](#).

There are several convenience items on the [Home](#) page for employee reference and regular use. Notice the group of links to the right of the page that employees will use on a daily basis such as: [Links to Clarity](#), [Employee Benefits](#) and [Enterprise Applications](#), where you'll find "Request for Leave" and all the other apps, in addition to a few other frequently used links. Keep your eye on the "Announcements" section in the center of the page to see any updates. Navigate around the site and get a feel for the information located there. If you ever get lost, just click on the big [OCIO logo](#) on the top of the page and it will take you back to the [Home](#) page.

Two new sites have recently been created. Click on the [Site Directory](#) tab at the top, then [OCIO Sites](#). These sites can be sorted by title or URL. Page down to the OCIO **Online Documentation** site. The application and system development manuals that were previously hosted on the OCIO CD-ROM tower were moved here because the CD-ROM tower is in the process of becoming obsolete. Another newly-updated item of interest is the **Delegation of Signature and Approval Authority Documents** that have been recently added to the [Financial Information](#) site in the OCIO Site Directory. Click on [Financial Information](#), then [Policies and Procedures](#) and then expand the folder icon by clicking on the + and you will find the new Delegation of Signature Approval documents.

If you have any questions or issues regarding the site, contact Kathy Christiancy directly or the OCIO Help Desk to open a GWI ticket.



Valentine Riddle

I represent LOVE.
I'm the daughter of Heaven and Sea.
You may find me in the sky above,
And many envy my beauty.
My love belongs to fire,
But if I said I was true to him
I would be a liar,
But I have no shame for my whims.
My son taught many to love.
To me, the only earthly items of worth
Are myrtle, sparrow, swan and dove.
And no one remembers my birth.

Hint: I have many names, depending on your culture.

Email your answer to tami.rupe@nebraska.gov. Winners' names will be published in the February newsletter. January Winners: Troy Hodge, Marcia Stewart, Rod Wiles, Ronda Zarek and Elaine Monnier.

January Answer: REQUIRE, STYLIST, LEGIBLE, INSULIN, ENLIVEN, EDIFIED, TERMITE, AMALGAM, DEGRADE OR INGRAIN, and RESTORE

BLAST from the PAST

JANUARY ANSWER:

This photo was sent in by Ann Ramsey from Christmas of 1982 of the old Teleprocessing Group of Central Data Processing taken at the Capitol in front of the Christmas Tree. Current OCIO employees are in bold. **Back Row:** Carol Rexroth, Arlan Walvoord, **Dick Hawley**, Bob Sheets and Terry Shockey.



Front Row: Dan Flanagan, Mike Whisler, Don James, **Ann Ramsey** and **Carol Lewis**.

FEBRUARY State Service Anniversaries

39 YEARS	Craig Sievert
38 YEARS	Martin Ciecior
	Joann Largent
	Dave Hattan
36 YEARS	Fred Lupher
35 YEARS	Steve Schafer
31 YEARS	Cameron Carlson
30 YEARS	Toni Knust
29 YEARS	Steve Sheets
25 YEARS	Kevin Smith
	Doug Volkmer
	Gayle Sell
19 YEARS	Tina Seacrest
17 YEARS	Scott Benson
	John Tenopir
	Philip Shirley
15 YEARS	Lisa Schafers
12 YEARS	Bob Howard
8 YEARS	Betz Krutak
1 YEAR	Doug McFarland



FEBRUARY 1st

FEBRUARY 3rd

FEBRUARY 4th

FEBRUARY 7th

FEBRUARY 8th

FEBRUARY 10th

FEBRUARY 12th

FEBRUARY 16th

FEBRUARY 17th

FEBRUARY 18th

FEBRUARY 19th

FEBRUARY 24th

FEBRUARY 26th

Dan Mortensen

Jill Drake

Jim Ohmberger

Kathy Christiancy

Sheri Gross

John Tenopir

LaVern Goens

Kim Dalton

Norbert Welter

John Canfield

Domingo Colon Jr.

Robert Lyons

Kathy Brakhage

Laurie Schlitt

Dave Hattan

Norma White

Shawn Zimmerman

TRAINING

Below are some outside training opportunities available in the next couple months. You will need to obtain proper approval from your supervisor and complete a travel request form to attend these courses. Click on the links provided for more details about the class.

Training
Knowledge
useful abilities
backbone of
quired for a

Skillpath Seminars— click on <http://www.skillpath.com> for more information

Name	City	Date	Time	Cost
The Conference on Customer Service	Lincoln	March 27	9 am-4 pm	\$139
Business Writing and Grammar Skills Made Easy and Fun!	Omaha	April 2-3	9 am-4 pm	\$299
Mastering Microsoft Project	Omaha	March 18-19	9 am-4 pm	\$499

Fred Pryor Seminars— Click on <http://www.pryor.com> for more information

Name	City	Date	Time	Cost
How to Communicate with Tact and Professionalism (2 day)	Lincoln	Feb. 13-14	9 am-4 pm	\$299
Basic Supervision	Lincoln	March 14	9 am-4 pm	\$149
Mistake-Free Grammar & Proofreading	Omaha	April 15	9 am-4 pm	\$149
How to Deal with Unacceptable Employee Behavior	Omaha	Feb. 21	9 am-4 pm	\$149

SCC-Lincoln Campus—Click on www.southeast.edu/continuing

Name	City	Date	Time	Cost
Supervisor Boot Camp	Lincoln	April 17	8 am-5 pm	\$219
Get in, Get Done & Get Out: The Art of the Meeting	Lincoln	March 20	8:30 – 11:30 am	\$119
Practical Project Mgmt. for Non-Project Managers	Lincoln	March 19	8:30 am-4:30 pm	\$140

WHAT TO DO IN FEBRUARY

Sports:

Lincoln Stars Hockey: <http://www.lincolnstars.com/leagues/schedules.cfm?clientID=4806&leagueID=16793>

Nebraska Women's Basketball: http://espn.go.com/womens-college-basketball/team/schedule/_id/158/nebraska-cornhuskers

Nebraska Men's Basketball: http://espn.go.com/mens-college-basketball/team/schedule/_id/158/nebraska-cornhuskers

Concerts:

Feb 9, 6:30 pm, In Flames at the Bourbon Theatre

Feb 9, 7:30 pm, Drumline LIVE! At the Lied Center: www.liedcenter.org

Comedy Shows:

Feb 14, 8:30 pm, Comedy is for Lovers w/ Brad Stewart & Friends at the Red 9

Feb 15, 7:30 pm, Bob & Tom Comedy Tour at the Rococo Theatre

Feb 19, 8:00 pm, Steve Sabo Comedy show at Legend's Bar & Grill

Other:

Feb 7-10, Nebraska Builders Home & Garden Show at Lanc. Event Center

Feb 15-17, ABATE 27th Annual Bike Show at Lanc. Event Center

Feb 25, 4-8 pm, Lincoln Wine & Food Experience at Embassy Suites

HEALTHY LIFESTYLES



Keeping a Food Diary

If your New Year's Resolution was to lose weight or eat healthier, maybe you should consider keeping a food diary. By making this change in your habits and tracking your food intake, many experts say you could **double** your weight loss efforts. A 6-month study published in the *American Journal of Preventative Medicine* in August of 2008 showed the simple act of writing down food intake encourages people to eat fewer calories.

People who keep food journals are more likely to be successful because they are more aware of what they ate and their portion sizes. This awareness helps dieters cut down on mindless munching as well as different choices available for the foods chosen. Food dairies also help people learn more about nutrition and identify areas where they can make changes to lose weight, cut carbs, lower sodium, reduce cholesterol, etc.

Here are some tips to make a food diary work for you:

1. **Know your reasons:** Determine what you hope to gain from recording your food intake.
2. **Choose your format:** You can find blank food dairies at the bookstore, create your own spreadsheet or use many of the useful websites available on the internet as well as apps for your smartphone. Here are a few recommendations to check out: **Myfooddiary.com**, **WebMD**, **Myfitnesspal** and **fitday.com**. All of these include nutrition information databases with thousands of different foods, exercise tracking, weight recommendations and many other useful tools.
3. **Update your diary regularly:** This tool is only useful if you use it to record everything you eat and do it on a consistent basis.
4. **Be accurate about portion sizes:** That doesn't mean you have to weigh everything you eat, but learn general portion sizes like the size of your thumb or the size of a deck of cards.
5. **If you slip up, move on:** Give yourself a break and start again the next day.
6. **Look back and review what you wrote:** Notice trends, time of day for overeating, ways to cut problem foods from your diet and use this knowledge to work for you.
7. **Track your exercise:** Notice how when you burn calories from exercise, you get to eat more calories to maintain your daily calorie goal.

Taken from a WebMD article